

**CITY OF SALINA**

**POSITION DESCRIPTION**

CLASS TITLE: Dispatcher

GR: K FLSA: NE DATE: 07/08/2016

DEPARTMENT: Police

DIVISION: Administrative

REPORTS TO: Communications Super.

APPROVED: \_\_\_\_\_

JOB CODE: 2065

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**GENERAL DESCRIPTION:**

Under the supervision of the Communications Supervisor, operates a two-way communications system providing support to law enforcement and other emergency services. Includes dispatching service personnel to calls for service and providing information as requested. Requires sound judgement while accomplishing departments' mission and goals within prescribed standards and procedures.

**TYPICAL DUTIES:**

- Monitors radio transmissions and provides necessary support through use of a fixed two-way communications system; monitors a computerized emergency system and dispatches appropriate response
- Receives emergency and non-emergency telephone calls for service and dispatches necessary emergency/service response using a two-way communications system
- Operates a nationwide computerized database providing inquiry support for authorized requestors; enters a variety of data into a computerized database for the purposes of permanent storage and retrieval
- Works overtime as required and performs other duties as assigned

**SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:**

None.

**MINIMUM EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS:**

Any combination of education and experience equivalent to graduation from high school. Requires successful completion of in-service training program in communications related curriculum.

**RESIDENCY REQUIREMENTS:**

This position has a 40 minute response time by way of the most direct route and within the posted speed limits; or must live within the city limits of Salina, Bennington, Minneapolis, McPherson, Solomon, Abilene, or Carneiro.

**ESSENTIAL JOB FUNCTIONS:**

Establish and maintain effective working relationships with fellow employees, officials and the public. (Daily)

Maintain and apply knowledge of current departmental policies, procedures, rules, instruction, laws, regulations and police communications literature. (Daily)

Maintain and apply knowledge of FCC and NCIC rules and regulations. (Daily)

Effectively and correctly respond to incoming calls for service. (Daily)

Effectively dispatch emergency personnel and response equipment. (Daily)

ESSENTIAL JOB FUNCTIONS CONTINUED:

Type accurately at or above 40 words per minute. (Daily)

Organize files and maintain accurate records. (Daily)

Maintain and exhibit discretion and integrity at all times when handling confidential information. (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

**Work Type:** Light, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

**Climbing/Balancing:** Minimal, ability to sit and stand

**Walking:** Minimal amount required

**Stooping/Bending:** Frequently

**Stand/Sit:** Sit about 75 percent of the time

**Reaching:** Occasionally, overhead as well as horizontal

**Vision:** Adequate to perform essential job functions

**Color Vision:** Adequate to perform essential job functions

**Hearing:** Adequate to perform essential job functions

**Speech:** Frequently express ideas and be understood

**Eye/Hand/Foot Coordination:** Frequently operates equipment requiring moderate ability

**Manual Dexterity:** Frequently operates equipment requiring moderate ability

ENVIRONMENTAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

**Inside/Outside:** Work inside

**Cold/Heat:** Controlled

**Wet/Dry:** Controlled

**Noise/Vibration:** Office equipment and radio

**Hazards:** None

**Fumes/Dust/Odors:** Minimal exposure

**Infectious Diseases:** Low exposure

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend written material.

Ability to listen to and apply information and instructions.

Ability to think logically and quickly during an emergency.

Ability to effectively retrieve data.

Ability to comprehend computer software principles.

Ability to meet deadlines.

Ability to multitask job assignments in stressful environments.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

Computer, internet, calculator, telephone, radio and typewriter.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.